

**Checklist Disclaimer:**

It is important to note that not all information listed on the checklist may be required. Those items most typically required are identified with a checklist. At your pre-application meeting, your project coordinator will identify which items are required for submittal.



## ABANDONMENT SHOPPING LIST

### **SCHEDULE A MEETING WITH YOUR PROJECT COORDINATOR *BEFORE* SUBMITTING APPLICATION.**

This shopping list has been prepared to assist you in submitting a complete and successful application to the City of Scottsdale. At the required pre-application meeting, a Project Coordinator will check off the items on this Shopping List that are required with your submission. Please contact your Project Coordinator \_\_\_\_\_ at 480-312-7000 if you have any questions concerning your Abandonment application.

**CASE # \_\_\_\_\_-PA-\_\_\_\_\_**

#### **PART I -- GENERAL REQUIREMENTS**

- ☒ 1. **ABANDONMENT SHOPPING LIST** (this list)
- ☒ 2. **COMPLETED PROJECT APPLICATION FORM** (form provided)
- ☒ 3. **COMPLETED PROJECT NARRATIVE FORM** (form provided)
  - Include all of the neighborhood notification that was done (ie phone calls, mailings, visits, etc.) documenting dates and summaries of discussions.
- \_\_\_\_\_ 4. **APPLICATION FEE:** \$1,338.00 for single family residential; \$ 1,867.00 for commercial and subdivisions
- ☒ 5. **LETTERS OF RESPONSE FROM UTILITY COMPANIES**

• APS	Michael Bouche	602-371-7033	602-371-6586 (fax)
• SRP	Al Dickie	602-236-8170	602-236-8193 (fax)
• Qwest	Chris Lertique	602-630-0492	602-831-4946 (fax)
• City Water Dept.	Doug Mann	480-312-5636	480-312-5615 (fax)
• Cox	Bob Russell	623-322-7215	623-322-0524 (fax)
• SW Gas	Troy Hollinger	602-484-5276	602-484-5353 (fax)
- ☒ 6. **COPY OF THE ORIGINAL RECORDED DOCUMENT TO BE ABANDONED. (Most copies can be purchased at the City of Scottsdale records dept 480-312-2356 or the Maricopa County Recorder's Office 602-506-3535)**
  - Separate docket number \_\_\_\_\_
  - A copy of the recorded subdivision plat or map of dedication
  - If a GLO (General Land Office) federal patent roadway easement, copies can be purchased from the Bureau of Land Management 602-417-9200. They are located at 222 N. Central Avenue, Phoenix.

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\_\_\_\_\_ 7. **CURRENT TITLE REPORT** 8-1/2" x 11" - 1 copy
- A) Not older than 30 days
  - B) Must show current owner
  - C) Include Schedule A and Schedule B

\*\*This is used to verify the person requesting abandonment is indeed the owner, verifies any other encumbrances on the property under Schedule B that may need to be included, verifies signature authority and identifies any lienholders if dedications are required.

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\_\_\_\_\_ 8. **LEGAL DESCRIPTION:**  
8-1/2" x 11" - 1 WRITTEN LEGAL AND 1 GRAPHIC

- Must be minimum 10 point type
- Must maintain 1/2 inch clear borders
- Must contain any required reservations on both written legal and graphic

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\_\_\_\_\_ 9. **COMPLETED REQUIRED DEDICATION FORMS AND APPLICABLE CONSENT FORMS**

- A) **Right-of-way Dedication**
- B) Public Trail Easement
- C) Scenic Corridor Easement
- D) Vehicular Non-Access Easement
- E) Natural Area Open Space Easement
- F) Drainage Easement
- G) Other \_\_\_\_\_

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\_\_\_\_\_ 10. **IF A GLO ROADWAY EASEMENT, SUBMIT A COMMUNITY INPUT CERTIFICATION FORM**